



January 30, 2025

Mr. Jay Cuthbertson, Chair
Durham Environment and Climate Advisory Committee
c/o Region of Durham Planning Division
605 Rossland Road East, Level 4
Whitby, ON L1N 6A3

The Regional Municipality of Durham

Corporate Services
Department –
Legislative Services
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**Alexander Harras
M.P.A.
Director of
Legislative Services
& Regional Clerk**

Dear Mr. Cuthbertson:

**RE: Durham Environment and Climate Advisory Committee
2024 Annual Report and 2025 Workplan (2025-CG-2), Our
File: C00**

Council of the Region of Durham, at its meeting held on January 29, 2025, adopted the following recommendations of the Community Growth & Economic Development Committee:

- “A) That Report #2025-CG-2 of the Commissioner of Community Growth and Economic Development be received as the Durham Environment and Climate Advisory Committee’s 2024 Annual Report;
- B) That the Durham Environment and Climate Advisory Committee’s 2025 Workplan and Terms of Reference be approved, as outlined in Attachments 1 and 2 to Report #2025-CG-2; and
- C) That a copy of Report #2025-CG-2 be forwarded to the Durham Environment and Climate Advisory Committee and Durham’s Area Municipalities.”

Please find enclosed a copy of Report #2025-CG-2 for your information.

Alexander Harras

Alexander Harras,
Director of Legislative Services & Regional Clerk

AH/vw

Enclosed

c: Please see attached list

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 2564.



The Regional Municipality of Durham Report

To: Community Growth and Economic Development Committee
From: Commissioner of Community Growth and Economic Development
Report: #2025-CG-2
Date: January 7, 2025

Subject:

Durham Environment and Climate Advisory Committee 2024 Annual Report and 2025 Workplan, File: A01-37

Recommendations:

That the Community Growth and Economic Development Committee recommends to Regional Council:

- A) That Commissioner's Report #2025-CG-2 be received as the Durham Environment and Climate Advisory Committee's 2024 Annual Report;
 - B) That the Durham Environment and Climate Advisory Committee's 2025 Workplan and Terms of Reference be approved, as outlined in Attachments 1 and 2, to Commissioner's Report #2025-CG-2;
 - C) That a copy of Commissioner's Report #2025-CG-2 be forwarded to the Durham Environment and Climate Advisory Committee and Durham's Area Municipalities.
-

Report:

1. Purpose

- 1.1 The Durham Environment and Climate Advisory Committee (DECAC) Terms of Reference (ToR) requires the submission of an annual report to the Community Growth and Economic Development Committee summarizing the activities of the previous year. DECAC is also required to prepare a proposed Workplan for the coming year and when necessary, recommend revisions to the ToR, for consideration and approval of the Community Growth and Economic Development Committee and Council.

1.2 The purpose of this report is to:

- a. Summarize the activities of DECAC from 2024;
- b. Present the proposed DECAC 2025 Workplan – see Attachment 1; and
- c. Propose minor refinements to the DECAC ToR – see Attachment 2.

2. Previous Reports and Decisions

2.1 In January 2024, Council considered the 2023 Annual Report and 2024 Workplan of the Durham Environment and Climate Advisory Committee through Commissioner's Report [#2024-P-2](#).

2.2 In June 2024, Council considered the summary of the 2024 Pollinator Distribution Project through Information Report [#2024-INFO-42](#).

2.3 In September 2024, Council considered the update on the Durham Environment and Climate Advisory Committee's resolution, Re: Pollinator and Perennial Plots on Regional properties and Rights-of-Way through Information Report [#2024-INFO-58](#).

2.4 In October 2024, Council considered the Durham Environment and Climate Advisory Committee's Nomination for the Lake Simcoe Conservation Authority (LSRCA) Conservation Awards through Information Report [#2024-INFO-67](#).

3. 2024 Annual Report

3.1 DECAC is composed of thirteen members, including one member of the Community Growth and Economic Development Committee.

3.2 At the January 18, 2024, meeting, Jay Cuthbertson was elected as Chair, Geoff Carpentier was elected 1st Vice-Chair and Kimberly Murray was elected 2nd Vice-Chair.

3.3 Membership at the end of 2024 was:

- Jay Cuthbertson (Member at Large) (Chair);
- Geoff Carpentier (Scugog) (1st Vice-Chair);
- Kimberly Murray (Clarington) (2nd Vice-Chair);
- Muaz Nasir (Ajax);
- William Baszyk (Brock);
- Dimitri Stathopoulos (Oshawa);
- Ozair Chaudhry (Pickering);

- Bruce Foxtton (Uxbridge);
- Bryan Widner (Whitby);
- Keiko Lui (Member At Large);
- Peter Cohen (Post-Secondary Member);
- Councillor Maleeha Shahid (Community Growth and Economic Development Committee); and
- Councillor Wilma Wotten (Community Growth and Economic Development Committee – Alternate).

3.4 Luke Nguyen (Youth Member) resigned his position on DECAC in 2024 upon graduating high school. Recruitment is currently underway to fill this vacancy on the committee.

Major Activities

3.5 The role of DECAC is to provide advice to the Region on environmental and climate change-related matters. The Committee also has a role in implementing and participating in community outreach programs that support environmental awareness and appreciation in the Region.

3.6 During 2024, DECAC fulfilled this role by:

- a. Expanding its knowledge of environmental related issues by receiving presentations and engaging in discussions on the following:
 - Ontario Provincial Climate Change Impact Assessment;
 - Assessing lands for conservation status through the Municipal Protected Areas Project;
 - Durham Climate Dashboard prepared by the Region's Sustainability Office;
 - Update on the Courtice District Energy System project;
 - Durham Region Strategic Plan consultations;
 - 2024 Annual Climate Change Progress Report;
 - Durham Food System Report Card from the Durham Food Policy Council;
 - Leveling the Playing Field for Energy Choices in Ontario;
 - Sustainable Built Form by Dr. Shoshanna Saxe, PhD, P. Eng., Associate Professor, Canada Research Chair in Sustainable Infrastructure from the University of Toronto;

- Impacts of road salt on the environment and infrastructure; and
 - Regional Salt Management Practices.
- b. Providing advice on Regional issues, including:
- Pollinator pilots on Regional properties and Rights-of-way;
 - The Durham Region Strategic Plan process by providing input and comments during the consultation; and
 - Bill 199, the EV-Ready Homes Act.
- c. Organizing and/or participating in the following educational/outreach initiatives:
- Preparing for, and implementing a Spring Bee Pollinator Seed Distribution project at Regional Compost Day events across all 8 area municipalities, where members distributed pollinator seeds and connected with over 2,400 residents (Report [#2024-INFO-42](#));
 - Participating in the Port Perry Lions Club Community Waste Diversion Day public event where DECAC members were on-site with informational materials and giveaways;
 - A tour of the McLaughlin Bay Wildlife Reserve and Oshawa Second Marsh hosted by the Friend of Second Marsh; and
 - Participating in the 2024 Durham Climate Forum on October 19th, where DECAC members were on-site with a booth, informational materials, and activities for all ages, including an Art from Garbage contest. The in-person forum was well-attended, and provided a unique opportunity for environmental and climate appreciation, advocacy, and information sharing in the region.

4. 2025 Workplan

4.1 The proposed 2025 DECAC Workplan (Attachment 1), represents activities which are a priority, and achievable within the calendar year. The activities are divided into four categories:

- a. **Policy Development and Implementation** – Activities involve providing advice on the formulation and implementation of land use planning policies to the Community Growth and Economic Development Department, as well as Community Growth and Economic Development Committee;

- b. **Community Outreach and Stewardship** – Activities that support community knowledge and awareness such as the pollinator distribution project, volunteer program, and the biennial Environmental Achievement Awards program;
- c. **Committee Education and Development** – Activities, such as presentations and tours, that enhance members' knowledge of environmental issues; and
- d. **Issues of Interest** – Activities related to the monitoring of issues that DECAC deems significant and may require further consideration.

5. Terms of Reference

- 5.1 As mentioned, DECAC is guided by Council approved Terms of Reference (ToR). The ToR outlines the goal, mandate, and scope of activities for the Committee. Proposed changes are generally minor technical housekeeping matters, including the addition of climate adaptation within Section 2 (Mandate), acknowledging the use of virtual meetings within Section 8 (Meetings), and updates to reflect name changes to the Community Growth and Economic Development Committee and Community Growth and Economic Development Department, as per Council's decision on December 18, 2024, Report [#2024-P-17](#), as outlined in Attachment 2.

6. Relationship to the Strategic Plan

- 6.1 This report aligns with/addresses the following strategic goals and priorities in the Durham Region Strategic Plan:
- a. Under Goal 1: Environmental Sustainability's objective – To protect the environment for the future by demonstrating leadership in sustainability and addressing climate change.

7. Conclusion

- 7.1 DECAC had many notable accomplishments in 2024, including the Spring Bee Pollinator Project and participation in various community events. Members should be commended for the time and commitment they have invested in the activities of the Committee. Aneesah Luqman acted as the Community Growth and Economic Development Department staff liaison over the course of 2024.

- 7.2 It is recommended that:

- a. This report be received as DECAC's annual report on its 2024 activities;
- b. The proposed 2025 DECAC Workplan be approved (Attachment 1);
- c. The proposed Terms of Reference be approved (Attachment 2); and

- d. A copy of this report be forwarded to the Durham Environment and Climate Advisory Committee and Durham's Area Municipalities.

8. Attachments

Attachment #1: 2025 DECAC Workplan

Attachment #2: DECAC Terms of Reference, proposed changes

Respectfully submitted,

Original signed by

Brian Bridgeman, MCIP, RPP, PLE
Commissioner of Community Growth and
Economic Development

Recommended for Presentation to Committee

Original signed by

Elaine C. Baxter-Trahair
Chief Administrative Officer



**Durham Environment and
Climate Advisory Committee (DECAC)
2025 Workplan**



Item	Progress
1.0 Policy Development and Implementation	
Provide advice on	
<ul style="list-style-type: none"> • Environmentally significant projects and proposals. 	
<ul style="list-style-type: none"> • Projects subject to a Minister's Zoning Order (MZO). 	
<ul style="list-style-type: none"> • Durham Community Energy Plan implementation and low-carbon pathway implementation and renewable energy. 	
<ul style="list-style-type: none"> • Climate action monitoring, reporting, and reduction. 	
<ul style="list-style-type: none"> • Provincial and Regional Climate Change guidance materials. 	
<ul style="list-style-type: none"> • Environmental Assessment (EA) Studies. 	
<ul style="list-style-type: none"> • Public and/or Stakeholder Advisory Committees. 	
<ul style="list-style-type: none"> • Environmental Bill of Rights postings. 	
<ul style="list-style-type: none"> • Climate adaptation, mitigation, and resiliency initiatives. 	
2.0 Community Outreach and Stewardship	
High Priority	
<ul style="list-style-type: none"> • Participate in Durham Climate Forum in partnership with the Sustainability Team and plan for the Durham Environmental Achievement Awards program 	Fall 2025
<ul style="list-style-type: none"> • Invasive and native species management and education. 	
<ul style="list-style-type: none"> • Explore opportunities for a volunteer program. 	
<ul style="list-style-type: none"> • Participate in, and organize community environmental and stewardship events, including but not limited to: <ul style="list-style-type: none"> ○ Tree planting targets and initiatives, and canopy protection and stewardship. ○ Opportunities for community clean-up/waste reduction. ○ Identify timelines for Spring of 2025 	
Medium Priority	
<ul style="list-style-type: none"> • Promote and continue to implement the Environmental Achievement Awards. 	
<ul style="list-style-type: none"> • Continue to foster a working relationship with the Durham Agricultural Advisory Committee, Durham Active Transportation Committee, and the Energy from Waste-Waste Management Advisory Committee. 	
<ul style="list-style-type: none"> • Participate in Climate Change outreach activities/events hosted by DECAC. 	
<ul style="list-style-type: none"> • Update the Region of Durham Natural Features Map. 	
<ul style="list-style-type: none"> • Pollinator seedling distribution project. 	

Item	Progress
<ul style="list-style-type: none"> • Provide a forum for community environmental groups to improve responses to climate, biodiversity, and habitat protection. 	
3.0 Committee Education & Development	
The Committee will expand its knowledge in some of the following issues:	
<ul style="list-style-type: none"> • Energy (e.g. sources, alternatives, producers, retrofits, efficiency, etc.). 	
<ul style="list-style-type: none"> • Recreational uses in the natural environment. 	
<ul style="list-style-type: none"> • Provincial Planning documents. 	
<ul style="list-style-type: none"> • Water quality (e.g. Duffin Creek water treatment plant). 	
<ul style="list-style-type: none"> • Human health and the environment. 	
<ul style="list-style-type: none"> • Green infrastructure and low impact development. 	
<ul style="list-style-type: none"> • Road salt. 	
<ul style="list-style-type: none"> • Species at risk. 	
<ul style="list-style-type: none"> • Waste disposal, reduction, and management progress. 	
<ul style="list-style-type: none"> • Lifecycle assessment of products and packaging (e.g. plastics). 	
<ul style="list-style-type: none"> • Microplastics. 	
<ul style="list-style-type: none"> • Forest, grassland, and wetland health. 	
<ul style="list-style-type: none"> • Active transportation. 	
<ul style="list-style-type: none"> • Climate change. 	
<ul style="list-style-type: none"> • Pesticides, fertilizers, and alternatives. 	
<ul style="list-style-type: none"> • Invasive and native species. 	
<ul style="list-style-type: none"> • Biodiversity. 	
<ul style="list-style-type: none"> • Urban sustainability. 	
<ul style="list-style-type: none"> • Air quality. 	
<ul style="list-style-type: none"> • Food security. 	
<ul style="list-style-type: none"> • Community gardens. 	
<ul style="list-style-type: none"> • Aggregate pit rehabilitation. 	
<ul style="list-style-type: none"> • Peat moss and top soil removal and restoration. 	
<ul style="list-style-type: none"> • Biological and physical decomposition (e.g. incineration, gasification, carbonization, anaerobic digestion, waste, etc.). 	
<ul style="list-style-type: none"> • Noise and light pollution. 	
<ul style="list-style-type: none"> • Citizen science. 	
<ul style="list-style-type: none"> • Ground and surface water preservation and protection. 	
<ul style="list-style-type: none"> • Education around Just Transition initiatives. 	
<ul style="list-style-type: none"> • Indigenous reconciliation and partnership. 	
<ul style="list-style-type: none"> • Climate justice and inequality. 	
<ul style="list-style-type: none"> • Ecosystem regeneration. 	
4.0 Issues of Interest	
The committee will continue to monitor the following issues as prioritized by current events:	

Item	Progress
<ul style="list-style-type: none"> • Conservation Authority initiatives and activities, such as Carruthers Creek Watershed Plan Update and McLaughlin Bay Restoration Strategy. 	
<ul style="list-style-type: none"> • Provincial planning initiatives. 	
<ul style="list-style-type: none"> • Oak Ridges Moraine. 	
<ul style="list-style-type: none"> • Greenbelt. 	
<ul style="list-style-type: none"> • Water – groundwater, surface water, watersheds. 	
<ul style="list-style-type: none"> • Climate change impacts, e.g. flooding. 	
<ul style="list-style-type: none"> • Transportation developments. 	
<ul style="list-style-type: none"> • Waterfront protection and development. 	
<ul style="list-style-type: none"> • Nuclear Energy Management 	
<ul style="list-style-type: none"> • Potential future airport lands. 	
<ul style="list-style-type: none"> • Rouge National Urban Park. 	
<ul style="list-style-type: none"> • Urban forest/naturalization strategies. 	
<ul style="list-style-type: none"> • Trails. 	
<ul style="list-style-type: none"> • Energy from Waste Facility. 	
<ul style="list-style-type: none"> • Minister's Zoning Orders (MZOs). 	
<ul style="list-style-type: none"> • Durham Community Energy Plan – Implementation Governance Task Force. 	
<ul style="list-style-type: none"> • Large-scale fill operations. 	
<ul style="list-style-type: none"> • Waste management and diversion. 	
<ul style="list-style-type: none"> • Environmental or climate incentives. 	
<ul style="list-style-type: none"> • Environmental impacts of agricultural and bioproducts producers. 	
<ul style="list-style-type: none"> • Air quality initiatives and metrics. 	
<ul style="list-style-type: none"> • Biodiversity. 	
<ul style="list-style-type: none"> • Climate adaptation. 	
<ul style="list-style-type: none"> • Greening of school grounds, and industrial and municipal properties. 	
<ul style="list-style-type: none"> • Methane generation from livestock. 	

Meeting Schedule

Due to the Committee's workload, DECAC will schedule 9 meetings for 2025. In general, meetings will take place on the third Thursday of each month. Resources (Community Growth Division and Legislative Services) will be required to accommodate the schedule and workload.

The 2025 meeting schedule is as follows:

- January 16, 2025
- February 20, 2025
- March 20, 2025
- April 10, 2025

- May 15, 2025
- June 19, 2025
- September 18, 2025
- October 16, 2025
- November 20, 2025



Durham Environment and Climate Advisory Committee

Terms of Reference

December 2022 January 2025

1. Goal

- 1.1 To provide advice to the Region of Durham on environmental sustainability and climate change-related impacts of Regional matters, as expressed in Regional policies and plans ~~including the Durham Regional Official Plan and climate declaration.~~

2. Mandate

- 2.1 The Durham Environment and Climate Advisory Committee (DECAC) is a volunteer Advisory Committee established by Regional Council in accordance with these Terms of Reference. Committee members are guided by these Terms of Reference.
- 2.2 The Terms of Reference provide for a balance between activities referred from a Regional department, Standing Committee, or Council and a provision for DECAC to be proactive and advise on matters identified on its own initiative.
- 2.3 Regional staff, Standing Committees, or Council may refer environmental sustainability, **climate adaptation**, and climate change-related matters to DECAC. DECAC shall report directly to the ~~Planning~~ **Community Growth** and Economic Development Committee and/or the Regional ~~Planning~~ **Community Growth** and Economic Development Department.

3. Scope of Activities

- 3.1 The scope of the DECAC may include activities such as:
- a) providing advice on environmental and climate-change related policy directions and initiatives pursued by the Region. This may include providing advice, feedback, and guidance to Regional staff and Council ~~on official plan policies through Official Plan amendments or via an Official Plan review process, or providing advice on Durham's climate change-related plans and initiatives;~~
 - b) providing advice in the identification and implementation of new or existing programs, approaches, or policies relating to the protection, sustainability,

- and enhancement of natural resources and systems, and climate change adaptation and mitigation within the Region in co-operation with other organizations where appropriate. This may include investigating conservation easements, land trusts, tree planting, environmental stewardship, new provincial directions, and funding grants; or providing advice, feedback, and guidance to Regional staff and Council on Durham's climate change plans;
- c) providing advice in identifying and implementing community outreach activities which support the growth of environmental awareness and appreciation in Durham Region in co-operation with other organizations where appropriate. This may include recommending and assisting with educational workshops or homeowner guides which can be used by the public in areas such as tree cutting, fertilizer use, erosion control and general enhancement of the environment;
 - d) providing advice on Regional environmental data in co-operation with other organizations where appropriate;
 - e) providing advice on the state of environmental resources such as water resources and natural heritage features such as wetlands, forests, and wildlife within Durham Region in co-operation with other organizations where appropriate;
 - f) appointing a member of DECAC to participate on steering committees for environmental impact studies ~~related to Regional Official Plan Amendment applications~~. In accordance with the Region's approved EIS Guideline, a DECAC representative would participate in Regionally co-ordinated EIS's and peer reviews; and
 - g) at the request of Regional Standing Committees or departments, provide advice on miscellaneous matters as they arise.

4. Composition

4.1 The DECAC will be comprised of thirteen members in total, as follows:

- Ten (10) citizen members (eight (8) municipally appointed, two (2) at-large).
- One (1) Post-Secondary Student member.
- One (1) youth member.

- One (1) member of the ~~Planning~~ **Community Growth** and Economic Development Committee.

- 4.2 All members are regarded as private citizens and do not represent their respective employers or advocacy group in their capacity as a DECAC member.
- 4.3 Membership for citizen members shall correspond with the term of Regional Council. However, citizen members shall continue to serve until their replacements are appointed by Regional Council. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5.
- 4.4 Membership for Post-Secondary Student members shall be up to a 4-year term, generally corresponding with the length of their college or university program.
- 4.5 Membership for youth members shall be up to a 3-year term, generally corresponding with the school year.
- 4.6 At the discretion of the DECAC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.
- 4.7 DECAC will strive to maintain a high level of relevant technical expertise and competence in environmental issues within its membership.

5. **Membership Selection**

- 5.1 Durham Region will place an advertisement seeking individuals interested in volunteering for appointment to the DECAC. For post-secondary student and youth members, the Region shall also contact colleges, universities, and secondary schools in Durham Region to request that students be notified about the opportunity to volunteer with DECAC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.
- 5.2 The Regional ~~Planning~~ **Community Growth** and Economic Development Department will review the applications received. Applications from qualified applicants will be forwarded to the respective area municipality with a request that the local Council nominate one representative. The Regional ~~Planning~~ **Community Growth** and Economic Development Department, from the remaining applications received, will nominate a sufficient number of citizen members at large in order to bring the citizen membership to ten. The Regional ~~Planning~~ **Community Growth** and Economic Development Department will also nominate a Post- Secondary Student member and a youth members from the applications received.
- 5.3 In nominating citizen members to the DECAC, regard shall be given to the aim of achieving a combination of technical experts and community representatives with knowledge of environmental and land use planning matters. Regard shall also be

given to residency within the Region and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference. The nomination of members at large will help to achieve the desire of a diverse and balanced DECAC. All residents of Durham Region are eligible for membership.

5.4 In nominating a Post-Secondary Student member, consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process. The member must be enrolled full-time in a college or university program and express an interest in environmental matters. The relevance of their interests to the mandate of DECAC will be an important consideration. Regard shall also be given to residency within Durham Region for the school year and availability to attend meetings. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference.

5.5 All members of the DECAC shall be appointed by the Regional ~~Planning~~ **Community Growth** and Economic Development Committee and Regional Council.

5.6 Regional Council shall appoint a representative and an alternate to the DECAC from the members of the ~~Planning~~ **Community Growth** and Economic Development Committee. The role of the Council representative will be to champion DECAC's mandate, support and advocate DECAC's interests at ~~Planning~~ **Community Growth** and Economic Development Committee and Council meetings, and take a lead role in presenting updates to the ~~Planning~~ **Community Growth** and Economic Development Committee and Council, including, but not limited to, DECAC's annual report and workplan in partnership with DECAC's chair.

5.7 In the case of a vacancy, the approach described in Section 5 will generally be followed.

6. **Officers**

6.1 A chair and two vice-chairs (first and second) will be elected annually by the membership of the DECAC. The ~~Planning~~ **Community Growth** and Economic Development Committee representative will chair the inaugural DECAC meeting.

6.2 Post-Secondary Student members and youth members are not eligible to sit as chair or vice-chair.

7. **Support Services**

7.1 The Commissioner of ~~Planning~~ **Community Growth** and Economic Development or designate shall serve as staff liaison to the DECAC. The staff liaison will provide administrative, procedural and technical support to the DECAC.

7.2 The staff liaison will co-ordinate all requests for advice from the DECAC, through meeting agendas. DECAC responses to such requests shall be co-ordinated by the staff liaison to the **Planning Community Growth** and Economic Development Department.

7.3 The Region will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DECAC, and this budget will be administered by the **Planning Community Growth** and Economic Development Department.

8. Meetings

8.1 Regularly scheduled meetings of DECAC will be held **virtually, and/or** at the Durham Regional Headquarters. The DECAC, will establish a meeting schedule taking into account the business needs and the schedule of Regional Council and the **Planning Community Growth** and Economic Development Committee. Special meetings may be held at the call of the Chair.

8.2 Unless otherwise determined, all meetings will be open to the public. As a formal Advisory Committee to the Region, the DECAC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

8.3 A quorum for DECAC meetings shall be a majority of the sitting DECAC members.

9. Delegations of Committee Meetings

9.1 Any person(s) wishing to appear before the DECAC as a delegate must submit a request to delegations@durham.ca, advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional **Planning Community Growth** and Economic Development Department. All requests for delegations must be received at least one week prior to the meeting to ensure that the delegation is included on the agenda. Any person wishing to address the DECAC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

10. Minutes and Agenda

10.1 The minutes of each DECAC meeting will be approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) by the Regional Clerk.

10.2 The DECAC agendas will be prepared by the staff liaison and the DECAC chair or vice-chair with input from other DECAC members. At the beginning of every meeting, the Committee shall approve its agenda.

11. Committee Resolutions

- 11.1 The DECAC will seek to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DECAC.

12. Annual Reports and Workplan

- 12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DECAC. The annual report shall be forwarded to the **Planning Community Growth** and Economic Development Committee.
- 12.2 An annual workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DECAC for consideration and approval by the **Planning Community Growth** and Economic Development Committee and Regional Council. To avoid duplication, the DECAC shall ensure that the workplan is coordinated with other environmental initiatives in the Region.
- 12.3 An annual review of the DECAC by the **Planning Community Growth** and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

Appendix 1: Membership Eligibility Criteria

1. Citizen Membership Eligibility Criteria

1.1 To facilitate the nomination and appointment of new citizen members to the DECAC, the following criteria will be considered:

A) Residency

Members should reside in Durham Region.

B) Technical Expertise

A high level of technical expertise is required within the Committee. Applicants with academic qualifications and/or work experience in environmental and climate change-related disciplines, such as, energy, housing, transportation, and conservation, will be an important consideration. Applicants are also encouraged to have experience within a range of industries, including public agencies, academia, professional and industry associations, and community and socially focused organizations, in order to bring a diverse and holistic range of perspectives to DECAC.

C) Community Representatives

Consideration shall be given to the individual's level of participation and knowledge of environmental issues and the planning process. The relevance of their interests to the mandate of DECAC will be an important consideration.

D) Availability

It is important that an applicant be able to attend as many DECAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

1.2 The aim is to achieve a diverse committee with a combination of technical experts and community representatives.

2. Post-Secondary Student Membership Eligibility Criteria

2.1 To facilitate the nomination and appointment of new Post-Secondary Student members to the DECAC, the following criteria will be considered:

A) Residency

Members should reside in Durham Region for the school year.

B) Education

Members must be accepted into, or enrolled in a full-time College or University program and express an interest in environmental matters.

Consideration shall be given to the individual's interests, level of participation and knowledge of environmental issues in Durham Region and the planning process.

The relevance of their interests to the mandate of DECAC will be an important consideration.

C) Availability

It is important that an applicant be able to attend as many DECAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

3. Youth Membership Eligibility Criteria

3.1 To facilitate the nomination and appointment of new youth members to the DECAC, the following criteria will be considered:

A) Residency

Youth members should reside in Durham Region.

B) Education

Youth members must be enrolled in Grade 10, 11, or 12 and express an interest in environmental matters.

C) Availability

It is important that an applicant be able to attend as many DECAC meetings as possible. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.

D) Letter of Reference/Support

Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.

- c: J. Grossi, Clerk, Town of Ajax
- F. Lamanna, Clerk, Township of Brock
- J. Gallagher, Clerk, Municipality of Clarington
- M. Medeiros, Clerk, City of Oshawa
- S. Cassel, Clerk, City of Pickering
- B. Labelle, Clerk, Township of Scugog
- D. Leroux, Clerk, Township of Uxbridge
- C. Harris, Clerk, Town of Whitby
- B. Bridgeman, Commissioner of Community Growth & Economic Development